

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Services-Departmental Promotion Committees (DPC) - Advance Action & Schedule-Orders - Issued.

GENERAL ADMINISTRATION (DPC) DEPARTMENT

G.O. Ms. No.78

Dated:31-07-2025

Read:

G.O.Ms.No.187, GA (Ser. B) Department, dated 25-04-1985, as amended.

ORDER:

The timely career progression of the government employees, is of significance for employee morale & administrative efficiency at all levels, & for smooth delivery of public services.

2. In the G.O. read above, the Departmental Promotion Committee (DPC) framework is created for objectivity & transparency in promotions to higher-level administrative cadres of 3rd & above gazetted employees.

3. Basing on the past experience, & for ensuring timely conduct of the aforementioned DPCs, the following instructions are issued for the conduct of the DPCs.

1. Preparatory Activities

The schedule of advance activities for all Heads of Departments (HoDs), in respect of each 3rd & above gazetted cadre, to be filled in the Master Format (MF) at Annexure-A enclosed to this G.O., is as hereunder.

Sl.	Timeline	Cadre-wise Advance Activities
1.1	1 st week August	a. Tentative Estimated Vacancies (TEV) in MF-A. b. Seniority List Review (SLR) in MF-B. c. Based on TEV & SLR, necessity for conduct of DPC to be arrived. d. If DPC not required, No Necessity Certificate (NNC) to be furnished by the HOD to Government and GA (Services). The NNC can be revoked, if circumstances so warrant, later during the Panel Year.
1.2	2 nd week August	For DPCs to be held, the following data to be collected for officers in the Zone of Consideration (ZoC) in MF-Part C. a. ACR/SAR/NIC for preceding (5) year b. Article of Charges (AOC) issued cases c. Suspension cases d. Criminal cases, including ACB cases e. Court orders with reference to conduct of DPC. List of all SC(Group I,II & III),ST & PBD officers to be collected in MF-Part D
1.3	3 rd week August	a. Tentative DPC Note(TDN) to be prepared based on the above data in MF-Part E
1.4	1 st September onwards	a. In every Panel Year, 1 st September is the crucial date. b. Action to be taken to confirm tentative estimates, & convert TDN to FDN (Final DPC Note), & submit the same to the Government as per the stipulated schedule.

2. Schedule

- a. In every Panel Year, the tentative DPC schedule, shall be broadly as hereunder. The specific Department-wise & cadre-wise schedule will be intimated separately.

Sl	Gazetted Level	Preparation & Scrutiny of FDN & Conduct of DPC		
		HOD to Secretariat Department	Secretariat Department to GA (Services)	Scrutiny by GA (Services) & conduct of DPC
2.1	7 th , 6 th & 5 th	1 st week September	2 nd week September	3 rd & 4 th week September
2.2	3 rd & 4 th	3 rd week September	4 th week September	1 st & 2 nd week October
2.3	3 rd	1 st week October	2 nd week October	3 rd & 4 th week October

- b. Review DPCs due, shall be taken up at the earliest, and latest by the month of July in the panel year, and the promotion orders issued by 31st July by the departments concerned.

3. Digitisation & Training

- a. The DPC workflow will be through a digital process.
- b. APCFSS will develop & deploy a workflow-based web application & user manual.
- c. APCFSS & GA (Services) will train the staff of the HoDs & Secretariat Departments.

4. Conduct of Meetings

- a. Cadres with strength (5) & below: By Circulation mode, unless on circulation, the DPC Chairman/Member, indicates need for the meeting to be held in Physical/Hybrid mode.
- b. Cadres with strength above (5): By Physical & Hybrid mode, & in emergent cases byu circulation.

5. Nodal Officers

- a. The GA (Services) Department has appointed (6) Nodal Officers (HR), each for a group of Secretariat Departments, & the list is enclosed at Annexure B.1
- b. All the Secretariat Departments & HODs shall designate a MLO as Nodal Officer (HR). Further, every HoD shall designate the Case Worker concerned for each 3rd & above gazetted cadre as Custodian. The information shall be furnished as per Annexure B.2, B.3, & B.4.

6. Review

- a. The Secretariat Department & HoDs shall review the progress on a weekly basis.
- b. The GA (Services) Department will conduct on need basis, weekly/fortnightly/ monthly reviews with the Nodal Officers (HR) & Custodians.

4. The above orders shall come into force for the DPCs to be held in Panel Year 2025-26 & onwards.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K. VIJAYANAND
CHIEF SECRETARY TO GOVERNMENT

To

The Special Chief Secretaries/Principal Secretaries/Secretaries to Government.

All the HoDs in the State.

The CEO,APCFSS.

The Nodal Officers in G.A.(Services) Department.

The Joint Secretaries & Assistant Secretaries in G.A.(Services) Department

Copy to:

The Middle Level Officers concerned in the GAD.

The PS to Spl. CS to Govt. (Services & HRM).

All the Secretariat (OP) Departments.

The OSD to Chief Secretary.

The OSD to Principal Secretary to Chief Minister.

SC / SF (2922210).

//FORWARDED::BY ORDER//

SECTION OFFICER

A. MASTER FORMAT(MF) FOR DEPARTMENTAL PROMOTION COMMITTEE

Sl. No	Data Items	Details
GENERAL		
1.1	Secretariat Department	
1.2	HOD	
2.1	Cadre Name	
2.2	HOD/7 th /6 th /5 th /4 th /3 rd level gazetted	
2.3.1	Special Rule relating to the cadre	
2.3.2	Year	
2.4	Class and Category of the Post	
2.5	Cadre Strength	
2.6	Minimum Service	
PART - A		
3.1.1	Existing Vacancies on 1 st September	
(+) 3.1.2	Retirement Vacancies in Panel Year	
(+) 3.1.3	Promotion Vacancies in Panel Year	
(+) 3.1.4	Deputation Vacancies	
(+) 3.1.5	Reserve per Rule 6 of APSSR 1996	
3.1.6	Total Estimated Vacancies (TEV)	
<i>If DPC is to be held proceed to next Part. If Not, furnish No Necessity Certificate(NNC)</i>		
PART -B		
4.1	Zone of Consideration (ZoC) Number	
5.1.1	Final Seniority List Proceeding Number	
5.1.2	Proceeding Date	
5.2.1	Number of names in 5.1.1	
(-) 5.2.2	Retired	
(-) 5.2.3	Died	
(-) 5.2.4	Already Promoted	
(-) 5.2.5	Included & Deferred in Previous Panels	
(-) 5.2.6	Under Currency of Punishment	
(-) 5.2.7	Under Suspension	
(-) 5.2.8	Absconding	
5.2.9	Total Candidates Available(TCA) *	
PART - C		
	Out of 4.1	
6.1.1	ACR/SAR/NIC for 5 Years available (Number)	
7.1.1	Article of Charges (Number)	
7.1.2	Suspension cases (Number)	
7.1.3	Criminal Cases(including ACB) (Number)	
7.1.4	Court directions w.r.t. DPC (Number)	
PART - D		
	List of all Officers in the cadre	
8.1.1	SC-Group I (Number)	
8.1.2	SC-Group II (Number)	
8.1.3	SC-Group III (Number)	
8.2.1	ST (Number)	
8.3.1	PBD (Number)	
PART - E		
9.1	Tentative DPC proposal prepared (Yes / No)	
9.2	Previous DPC proceedings readily available	
9.3	SC/ST/PBD Rosters readily available	

* The candidates should also be having all the special qualifications for the post, if required as per the Service Rules.

HEAD OF DEPARTMENT

B.1 LIST OF NODAL OFFICERS (HR) OF GA (SERVICES) DEPARTMENT

Sl.	GAD Section	Name of the Nodal Officer (HR)	CFMS ID	Mobile No.	Email ID	Secretariat Departments
1.	GA (Ser.A)	S. Srinivasa Rao, S.O.	14409683	7330666151	suragani.srinivasa@ap.gov.in	(1) Home, (2) I & C, (3) CAF & CS, (4) Public Enterprises.
2.	GA (Ser.B)	B. Dronacharyulu, S.O.	14410319	9490364409	dronacharyulu.b@gov.in	(1) Higher Education, (2) School Education, (3) Housing, (4) Energy, (5) I & I
3.	GA (Ser.C)	P. Anil Kumar, S.O.	14171927	7995016365	anilkumar.p22@gov.in	(1) A & C, (2) AHDD & F, (3) MA & UD, (4) Dept. of WCD & SC, (5) YAT & C, (6) Law
4.	GA (Ser.D)	G. Lakshmi, S.O.	14409680	7995016366	lakshmi.gandi@gov.in	(1) Revenue, (2) Revenue (DM), (3) SD&T, (4) LFB & IMS, (5) SW, (6) TW, (7) BCW, (8) EWS
5.	GA (Ser.E)	K. Vasu, S.O.	14407018	9963101219	vasu.k@nic.in	(1) GAD, (2) TR & B, (3) EFS & T, (4) PR & RD, (5) Water Resources, (6) GSWS
6.	GA (DPC)	R.M. Nabi Rasool, S.O.	14409130	9440944399	nabirasool.rm@ap.gov.in	(1) Finance, (2) Planning, (3) HM & FW, (4) ITE & C, (5) Minorities Welfare

B.2 DETAILS OF NODAL OFFICERS (HR) OF SECRETARIAT

Sl. No	Secretariat Dept	Name of the Nodal Officer	Designation	CFMS ID	Mobile & Email ID

B.3 DETAILS OF NODAL OFFICERS (HR) OF HODs

Sl. No	Secretariat Dept	HoD	Name of the Nodal Officer	Designation	CFMS ID	Mobile & Email ID

B.4 DETAILS OF CUSTODIANS IN HODs

Sl.No	Secretariat Dept.	HOD	Custodian Details				
			Cadre	Officer Name	Designation	CFMS ID	Mobile & Email Id

K. VIJAYANAND
CHIEF SECRETARY TO GOVERNMENT